

Donation Acceptance Policy

The Randall Public Library gratefully accepts donations that support and further the mission, goals and objectives of the Library as established by the Randall Library Board of Trustees.

Gifts in various forms (see below) are accepted from donors and can be in honor or in memory of a person or event if specified by the donor as such, pending approval of the Board of Trustees. The Director will supply a written description of the gift including any specific terms and conditions that the donor expects the Town to honor in accepting the gift.

All gifts accepted by the Library become the property of Town of Stow, which has the prerogative to keep or dispose of the items. All decisions regarding directional and/or wayfaring signage with respect to the location of a donated item or items within the Library building is the prerogative of the Library Director.

An acknowledgement of the receipt of a donation will be made by a member of the Randall Library Board of Trustees to the donor in writing within one month (30 days) of receiving the gift.

The Library cannot and does not appraise books, works of art or any other items, nor bear the cost of such an appraisal.

Gifts of Money

- a. The Library accepts gifts of money in any amount.
- b. Acknowledge of a sizable monetary donation may be made public in the local newspaper and/or at the library, if approved by the donor.
- c. Donations of monies to the library may be acknowledged in writing by a member of the Randall Library Board of Trustees within one month (30 days) of the donation.
- d. The donor may indicate how he/she wishes the money to be spent by the Library.
- e. All gifts of money received by the Library will be processed within ten business days of receiving the donation.

Gifts of Books and Other Library Materials

- a. Owing to space restrictions, the Library can accept only limited donations of used books and materials into the collection. The Library accepts gifts of library materials in good condition. This includes, but is not limited to, books, CDs, audio books, DVDs, manuscripts, maps, and pamphlets. If the library staff determines that the donations will not fit within the collections or are in unacceptable condition, a staff member will request that the donor not leave the donations at the library. If a donation is accepted for evaluation by a staff member the donor must agree that the staff may give the materials to the Randall Library Friends Association for sale, or that the staff member will have permission to dispose of the items.
- b. The donor may indicate how he/she wishes that the donation of new materials to the library be used by the Library and may specify that the donation be used in a particular collection within the building.

- c. Acknowledgement letters are not written for routine donations of used materials.
- d. Gift plates are customarily placed in or on new items donated and added to the Library collections or in items purchased by the Library with monetary donations.
- e. With a gift of a significant collection, recognition will typically take the form of a plaque placed in the Library in addition to gift plates in the items. The Library reserves the right to determine when a plaque is appropriate or will be used.

Gifts of Memorabilia

- a. Most items in this category accepted by the Library will be those that have cultural or historical significance to the Town of Stow.
- b. The placement and display of an item is also the sole prerogative of the Library, however the wishes of the donor will be taken into account by the Library Director and the members of the Randall Library Board of Trustees.
- c. The Library will work with the donor who wishes to see recognition for the donor or an honoree to determine an appropriate form of identification of this recognition on a case-by-case basis.
- d. The Library will not accept real items that cannot be properly cared for or secured by the Library within normal operations and procedures of the Library. No donations of memorabilia will be accepted if its placement in the library compromises the safety of library patrons or staff.

Gifts of Artwork

- a) The Library accepts gifts of art at the discretion of the Director and, if highly valuable, approval by the Board of Selectmen. The Town of Stow's Building Department will be financially responsible for maintaining any security features associated with the safety of the artwork. The Library will not bear the costs of an appraisal.
- b) The placement and display of an art item is the sole prerogative of the Library. The wishes of the donor regarding the location of the art will be taken into account.
- c) The Library will not accept art that cannot be properly cared for or secured by the Library within normal operations and procedures.
- d) If expenses are involved with maintenance and display of the art, security, etc., the donor may be expected to provide money or in-kind donations to support these activities.
- e. At the request of the donor, a small plaque or metal plate, not exceeding 8" square in size, will be placed near the work of art to identify it and recognize the donor or an honoree. The decision concerning placement of such a plaque or plate is the sole prerogative of the Director.
- f. It is the library's policy that artwork must not contain advertising information such as corporate agency logos.

Gifts of Furniture and Equipment

- a. The Library accepts gifts of furniture and equipment at the discretion of the Director.
- b. The placement and use of furniture and equipment is the sole prerogative of the Director.
- c. The Library will not accept furniture or equipment that cannot be properly cared for or secured by the Library within normal operations and procedures of the Library.

Note: Donations not described above will be considered by the Library on a case-by-case basis.

Voted and Approved: November 9, 2016